CAREER SERVICE PANEL
Minutes of the Meeting
4 December 1967

Attendees:

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Chairman

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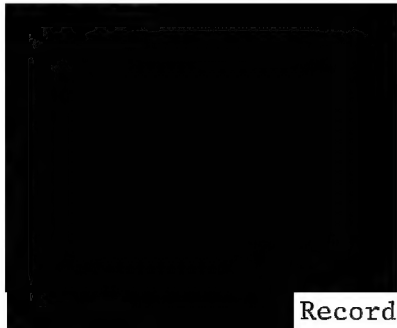
Recording Secretary

25X1A9a   Absentees:

1. The Chairman called the meeting to order at 0917 hours.

2. There were no new additions to the agenda for 4 December 1967.

3. Minutes of 6 November should be corrected as follows:

   a. Page 2 - Item 8 a. to read -

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   asked if some action could be taken to obtain information on procedure to have the Agency discontinue GS-10 for professionals.

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   b. Page 2 - Item 8 c. to read-

   moved that the question be raised in the DD/S&T Career Board on the discontinuance of the use of grades 8 and 10.

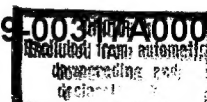Minutes stand as corrected.

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4. report covered the following:

25X1A9a   Promotion Actions
25X1A9a   a. GS-14 to GS-15.
25X1A9a   b. GS-10 to GS-11.
25X1A9a   c. GS-5 to GS-6.
25X1A9a   d. GS-5 to GS-6.
25X1A9a   e. GS-4 to GS-5.

4. (Continued)

Additions:

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a. ▓▓▓▓▓▓▓▓▓▓▓▓▓▓ GS-14 to AP. Transfer from OSA.
b. ▓▓▓▓▓▓▓▓▓▓▓▓ floater basis" - AP.
c. ▓▓▓▓▓▓▓▓▓▓▓▓ "floater basis" - RP.

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Terminations:
a. ▓▓▓▓▓▓▓▓, Registry on 1 December 1967.

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Quality Step Increases
a. ▓▓▓▓▓▓▓▓ from GS-14, Step 2 to GS-14, Step 3 approved.
b. ▓▓▓▓▓▓▓▓ from GS-15, step 5, to GS-15, step 6 approved.

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5. ▓▓▓▓▓▓ moved that ▓▓▓▓▓▓▓▓▓ be recommended for promotion from GS-13 to GS-14. ▓▓▓▓▓▓ seconded the motion. Vote was unanimous. Motion carried.

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6. ▓▓▓▓▓▓ moved that ▓▓▓▓▓▓▓▓▓▓ be recommended for promotion from GS-13 to GS-14. ▓▓▓▓▓▓▓ seconded the motion. Vote was three for and three opposed. Messrs. ▓▓▓▓▓▓▓▓▓▓▓▓▓ opposed this recommendation for promotion. Messrs. ▓▓▓▓▓▓▓▓▓▓ opposed it because they felt that ▓▓▓▓▓▓▓▓ responsibilities, liaison capabilities, professional experience and background did not meet the criteria for a GS-14. ▓▓▓▓▓▓▓▓ opposed the action on the basis of questions raised as to ▓▓▓▓▓▓ performance during recent briefings and liaison. After the vote, ▓▓▓▓▓▓▓ withdrew his disapproval and requested that his vote be changed to an abstention. He felt that ▓▓▓▓▓▓▓▓ has not had enough time since he finished the DD/S&T Career Development course to thoroughly demonstrate his abilities, but based on previous experience, level of industrial salary achieved, and ▓▓▓▓▓▓ recommendation that ▓▓▓▓▓▓▓▓ met GS-14 criteria he suggested that ▓▓▓▓ discuss with Mr. Chapman the exact nature of ▓▓▓▓▓▓▓ performance. Vote was changed to three for, two opposed and one abstention. ▓▓▓▓▓▓▓▓ informed the Panel members that he would write a memorandum to Mr. Chapman summarizing the discussion on ▓▓▓▓▓▓▓

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7. ▓▓▓▓▓▓▓ moved that ▓▓▓▓▓▓▓▓ be recommended for promotion from GS-13 to GS-14. ▓▓▓▓▓▓ seconded the motion. Vote was five in favor and one opposed. ▓▓▓▓▓▓▓ opposed the motion because he felt that this action was premature by one year. He felt ▓▓▓▓▓▓ presently, lacks the mature and interdisciplinary skills required by a GS-14. Motion was carried.

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8. ▓▓▓▓▓▓ moved that ▓▓▓▓▓▓▓▓ be recommended for promotion from fS-13 to GS-14. ▓▓▓▓▓▓▓ seconded the motion. Vote was five in favor and one abstention. ▓▓▓▓▓▓▓ opposed the motion because he believed that there was insufficient information upon which to support promotion on such an accelerated time schedule. The information provided was too general and too sweeping. Motion was carried.

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25X1A9a   9. [redacted] moved that [redacted] be recommended for promotion from GS-12 to GS-13. [redacted] seconded the motion. Vote was
25X1A9a   unanimous. Motion carried.
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25X1A9a   10. [redacted] moved that [redacted] be recommended for a quality step increase from GS-15, step 4 to GS-15, step 5. Vote was unanimous. Motion was carried.

   11. The Chairman announced to the CSP members that the competitive evaluation on GS-9's through GS-11's would be done at the next CSP meeting. Since this action would be taken up one month out of schedule, the CSP would also consider promotion actions for these grades at the same time. Personnel files will be distributed for reviewer ratings. The division chiefs will be asked for their rating on their employees.

25X1A9a   12. [redacted] asked for comments on the report, <u>Agency Approved Training</u> from the CSP members. He commented that in an overall DD/S&T review of training, DD/S&T has done relatively less training than other directorates, particularly in long-term training. The Chairman also stated that Mr. Chapman had made the following comments on training: (a) encourage more long-term external training because this becomes more important as employees stay longer with ORD; (b) this might be a better time to have a man absent on long-term training because of budget cuts.

25X1A9a   13. After discussion on CSP Report covering period from 15 March
25X1A9a   through 15 October 1967, [redacted] requested that [redacted] release the report to ORD employees.

25X1A9a   14. [redacted] scheduled the next CSP meeting for 8 January 1967 at 0900 hours.

25X1A9a   15. [redacted] raised the question of a candidate for the Mid-Career Executive Development Course #15.

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25X1A9a   [redacted] moved that [redacted] be ORD's January
25X1A9a   nomination. [redacted] seconded the motion. Vote unanimous. Motion carried.

   16. Meeting adjourned at 1100 hours.

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Executive Secretary, CSP

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Chairman, CSP

Attachment: Competitive Evaluation List
GS-9 - GS-11

A G E N D A

Career Service Panel
Office of Research and Development

4 December 1967

0900 hours
Room 607 - Conference Room

1. Review of agenda for 4 December 1967 .

2. Review of minutes for 6 November 1967.

3. a. Promotion actions
   b. ORD staff changes or additions

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25X1A9a   4. Consider promotion action on ▮▮▮▮▮▮▮▮▮ from GS-13 to GS-14.
25X1A9a   (▮▮▮▮▮▮▮)

5. Consider promotion action on ▮▮▮▮▮▮▮▮▮▮▮
   from GS-13 to GS-14

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6. Consider promotion action on ▮▮▮▮▮▮▮▮ from
   GS-13 to GS-14.
   (▮▮▮▮▮▮▮)

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25X1A9a   7. Consider promotion action on ▮▮▮▮▮ from GS-13 to
   GS-14.

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25X1A9a   8. Consider promotion action on ▮▮▮▮▮▮▮ from
   GS-12 to GS-13. (Out of Schedule)

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9. Consider recommendation for quality step increase for
   ▮▮▮▮▮▮▮ from GS-15, step 3 to GS-15, step 4.

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10. Report on Agency-Approved Training for ORD.

25X1A9a   11. CSP semi-annual report.

12. New business